



Job Description

JOB TITLE: Program Coordinator

REPORTS TO: Parent Board and Teachers

WAGE RANGE: Per Hour. Minimum Wage

SUPERVISES: None

Approximate Hours Per Month: 20

Purpose

This position supervises and coordinates Annual Enrollment, Co-Op Member Orientation and Registration and oversees fundraising. It coordinates the Preschool/Toddler Program and helps the teachers maintain appropriate records. It also maintains positive parent relations with Co-Op members. It supports the Co-Op Board. It is responsible for prudent financial & risk management practices. The Coordinator position is part-time, year-round.

Responsibilities

Supervise and Coordinate Annual Enrollment

- Receive and process new member applications using Jovial software.
- Coordinate annual member orientation, registration and open house.

Coordinate payroll and federal taxes

- Complete monthly payroll for employees.
- Work with Treasure to keep Quickbooks updated.

Coordinate Preschool/Toddler Program & Record Keeping

- Work in the preschool classroom one day per week.
- Work with teachers to maintain official records and documents and oversee compliance with federal, state and local regulations.
- Maintain knowledge of early education trends and best-practices.
- At teachers' request, be available to receive and help resolve issues and concerns raised by Co-Op members.

Support Co-Op Board

- Attend Monthly Board and Parent Meetings
- With Teachers and Board, set short and long-term goals and strategies for the Co-Op organization.
- Know and adhere to CLP Co-Op Preschool Bylaws, Standing Rules and Handbook.
- Assists the Board in organizing all fundraisers

Financial & Risk Management

- Ensure that the Treasurer has completed each quarter's financial reports, L & I and 941 forms by deadline.

Qualifications

Knowledge

- Bachelor's degree or Associate degree with focus on Early Education or Business preferred.
- In lieu of formal education, equivalent technical training, education, and/or experience may be substituted. This may include working or volunteering in a Cooperative School.
- 3+ years' experience in early childhood.
- Knowledge of and experience with a cooperative preschool.
- Good customer service principles and methods
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms
- Knowledge of Public Safety and Security principles and methods
- Bilingual (English / Spanish-read, write, and speak) preferred, but not required.
- A valid WA Driver's License

Skills

- Effective spoken & written communication
- Competence with administrative and clerical procedures
- Computer literacy
- Efficient Time Management skills
- Active Listening w/ adults and young children
- Coordination and cooperation with others.
- Conflict resolution with adults and with young children
- Critical Thinking
- Effective decision making and problem solving

Abilities

- Patience
- Sensitivity
- Good communication skills, both written and spoken
- Organization and prioritization of duties and tasks
- Social Perceptiveness (being aware of your own & others' reactions, being thoughtful of why others react as they do).
- Appropriately engage with adults and with young children
- Sensitively handle complaints & grievances, and negotiate points of agreement
- Work with others to resolve conflict and problem solve
- Dependability and Integrity
- Self-control and stress tolerance
- Adaptability/Flexibility

Central Lutheran Preschool

1604 W. Yakima Ave. Yakima, Wa, 98937 509.575.6490

www.clpreschool.com

How to apply:

Please submit resume and cover letter to CLP Board Chair Kyli Ross at Kyliann.ross@gmail.com by **Monday April 1 2024**.

Questions can be sent to Kyliann.ross@gmail.com and MichelleLBennett12@gmail.com